


Department of the Army
First Region (ROTC)
United States Army Cadet Command
Fort Bragg, NC 28310-5000

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Security

HEADQUARTERS, FIRST REGION (ROTC) SECURITY AND KEY CONTROL

FOR THE COMMANDER:


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PROPONENT: The proponent of this publication is Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PA, Fort Bragg, North Carolina 28310-5000.

SUPERSESION: This is a new publication.

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This document is available on the Internet at:
www-rotc.monroe.army.mil/firstregion

1. Purpose. This document provides policy and procedures for security and key control for Headquarters, First Region (ROTC) (Building 2-5935, Fort Bragg, NC).

2. Applicability. This directive is applicable to all organizational elements of Headquarters, First Region (ROTC), and those organizations with offices in building 2-5935, Fort Bragg, North Carolina.

3. General.

a. Security of government offices is the responsibility of all personnel, military and civilian.

b. Division Chiefs and Special Staff Officers will ensure keys to offices, file cabinets, vehicles or other lockable

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containers are provided to the First Region (ROTC) Key Control Officer.

4. Policy.

a. First Region (ROTC) Key Control Officer will maintain central key control and will issue keys to personnel as approved by Division Chiefs or Special Staff Officers.

b. Individuals to whom keys are issued are responsible for ensuring that the keys are properly safeguarded and will report any loss of keys to the Key Control Officer, Headquarters, First Region (ROTC).

c. Headquarters, First Region (ROTC), will be opened during normal duty days, 0700 through 1700 Monday through Friday.

d. The building will not normally be opened Saturday, Sunday, or federal and training holidays.

e. Individuals entering or departing the building when the building is secured will ensure that the door used is locked after entrance or departure.